

Frequently Asked Questions (FAQS)

Compiled from the Administrator Certification Section (ACS) Webinar,
Conducted June 20, 2018

Question One: There are some links on the ACS website that do not work or link to outdated information. Is there a way to report this and get the most up-to-date information?

Answer One: When you are on the ACS website and realize that there are any inaccurate links, we appreciate you bringing this to our attention. You can do this by emailing admincertinfo@dss.ca.gov.

Question Two: How far in advance do you need to report a “by request” course to our assigned Vendor Analyst?

Answer Two: The dates of any courses offered “by request” should be submitted as soon as they are known; best practice is to report these courses at least forty-eight (48) before they are offered.

Question Three: Is the Roster of Participants, LIC 9142A (or facsimile) meant to only be retained for our records? Are we required to submit our Rosters automatically to our Vendor Analyst following each course offering?

Answer Three: Yes, the LIC 9142A must be retained for three years from the date of the course offering. No, a Roster of Participant is not required to be submitted for all completed courses. It must, however, be submitted to the Department upon request.

Question Four: When renewing our vendorship are we now required to submit a new Request for Course Approval, LIC 9140, for all previously approved courses? Must we list them all on the Renewal of Continuing Education Course Approval, LIC 9139, in addition to submitting them with the LIC 9140?

Answer Four: When a vendor wants to renew an Initial Certification Training Program (ICTP) course, they must also submit a new LIC 9140, with their application for vendorship. An ICTP vendorship is approved for two years. Within those two years, there will be new information on the training topics that needs to be included in the ICTP course.

When a vendor wants to renew a Continuing Education Training Program (CETP), they can submit a LIC 9139 along with the vendorship renewal application. Courses will only be renewed if the course content, classroom hours, and instructor(s) are the

same as currently approved and the course content is still current and accurate. If any course content is not current and accurate, the request to renew the course will be denied. The vendor may choose to update and submit as a new course request. CETP vendors must have at least one approved course to renew their vendorship.

Question Five: In regards to the Certificate of Completion for the ICTP, how do we specify dates and times since the course takes several days?

Answer Five: Great question! Potential administrators have sixty (60) days from the date they completed the ICTP training to take and pass the exam. On the certificate of completion, identify the last day the potential administrator completed the training.

Question Six: I am a Vendor who is also an Administrator. I attended a one-hour LGBTQ Class for the renewal of my Administrator certification. Is it true I will not need to repeat the LGBTQ subject matter requirement for future certifications?

Answer Six: Yes. The one-hour LGBT course is a one-time only requirement. If you had LGBT training in the ICTP, or already submitted proof of the one-hour training for your certificate renewal, you do not need to take it again. You may continue to take DSS-approved LGBT courses from DSS-approved vendors, to use as continuing education credit for your next renewal – it is just not required.

Question Seven: Should we list all courses that we plan to offer for CETP even if we are doubtful anyone with a specific Administrator certification will attend? For example, professional trainings we offer for home health agencies.

Answer Seven: Vendors are required to submit to the DSS on a quarterly basis a schedule all DSS-approved courses specific to administrators. There is no requirement to submit to DSS other course offerings.

Question Eight: Will the Vendor Course Notification form be incorporated onto the online Vendor Automation Platform?

Answer Eight: Yes. The Vendor Course Notification Forms are currently available on the Automation Platform. Note: A separate form is required for each approved vendorship.

Question Nine: How can we add or replace an Authorized Representative to our vendorship?

Answer Nine: To update an authorized representative, a vendor must update their Vendor Application/Renewal, LIC 9141, form(s). If there are any questions, please discuss further with your assigned Vendor Analyst.

Question Ten: If we are a Vendor that offers both online courses and courses by the request of Administrators, how can we best notify you of each course offering?

Answer Ten: Best practice is to contact your assigned Vendor Analyst as soon as you know when each course offering will take place. Conversely, please notify your Vendor Analyst if a course has been cancelled.

Question Eleven: Is it July when the ICTP State Administrator exam is being updated each year? When does this happen annually?

Answer Eleven: All exams reflect the uniform Core of Knowledge (COK) for each program type as well as current laws and regulations. Currently, there is no requirement for periodic CDSS review of the exams for Adult Residential Facility (ARF), Group Home (GH), and Short-Term Residential Therapeutic Program (STRTP). The exam is updated as necessary by ACS staff to ensure that it reflects current laws and regulations. According to regulation, the Residential Care Facilities for the Elderly (RCFE) exam shall be reviewed and revised by the department no later than July 1 of every other year in order to ensure the rigor and quality of the examination. Each year, the department ensures by January 1 that the exam is not in conflict with current law.

Question Twelve: It would be very helping to have an ARF medication technical support guide like GH and RCFE. Will this be happening soon?

Answer Twelve: Yes. Releasing the Adult Medication Guide is a high priority for the Technical Support Program. The estimated completion date for the guide is currently unknown. In the meantime, the [RCFE Medication Guide](#) may still be helpful, as many of the best practices described in the RCFE Medication Guide can be applied to adult facilities.